

Nevada Department of Agriculture Administrative Manual

Chapter 4 Fiscal – Expenses, Board of Agriculture Host Fund

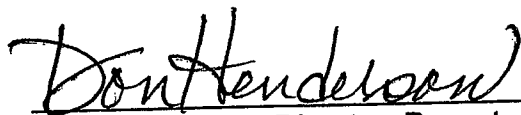
Effective Date: 7-25-06

Date of last Revision: _____

Policy Statement: The host fund of \$1,000 was approved by the 2005 Legislature for use by the Board of Agriculture to purchase refreshments for Board meetings and other Board business. Refreshments typically include coffee, water, tea, doughnuts, bagels, cookies, etc., and may include related consumable supplies. The host fund is not to be used for any other purpose except for the purchase of refreshments. Under no circumstances will the host fund be used to pay for meals.

Procedure: Only the Director or Deputy Director are allowed to authorize purchases from the host fund. All purchases from the host fund shall be previously approved in written form by the Director or Deputy Director prior to expenditure. Purchases will follow either the standard Department purchase order process, request for personal reimbursement, or petty cash procedures. Failure to obtain advanced written approval prior to expenditure will disqualify any requests for reimbursement from the host fund.

The host fund resides in BA 4554, category 13, Nevada Board of Agriculture. All host fund expenses will be coded to expenditure object 7240, job code ADMIN. Within 10 days after the end of each quarter, the ASO III will provide the balance of the host fund to the Director and Deputy Director.



Approved by the Director, Department of Agriculture

9-11-06

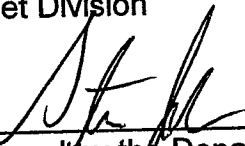
Date



Approved by the Department of Administration,
Budget Division

9-12-06

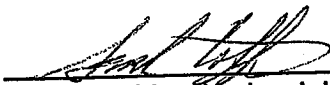
Date



Approved by the Department of Administration,
Division of Internal Audits

9-13-06

Date



Approved by the Legislative Counsel Bureau,
Fiscal Analysis Division

9-12-06

Date